Student Leadership Policy

Rationale:
It is essential that students are provided with the opportunity to partake in school improvement, to have the opportunity to experience various forms of leadership and to take both ownership and responsibility for the development, enhancement and management of the school.

Aims:
- Students, parents and staff understand the roles and responsibilities of School Captains and House Captains.
- Students, parents and staff are aware of the process of electing student leaders.

Implementation:
Students who aspire to, and accept the role of School Captain, School Vice-Captain, House Captain or Student Councillor must have a clear understanding of their role and the responsibilities associated with the role.

General Responsibilities
The responsibilities are:
- To follow the St Joachim’s School Code of Behaviour.
- To be an excellent role model for all students.
- To show respect to all members of the school community.
- To wear the school uniform properly to school and school functions.
- To assist students, staff and parents through the diligent and courteous performance of duties associated with the role.

Students must clearly understand these responsibilities and be prepared to sign the School and House Captains’ Code of Behaviour verifying their commitment.
Students must understand that persistent breaches, or a serious breach of this Code may result in the loss of office.

Role Statements
School Captains
- Represent the school at official functions within and outside the school.
- Prepare and present speeches at school functions and assemblies.
- Lead weekly school assemblies.
- Present awards/gifts at special occasions within and outside the school.
- Chair fortnightly Student Representative Council meetings.
- Welcome official visitors and escort visitors around the school.

School Vice-Captains
- Deputise for School Captains when they are not available.
- Attend the fortnightly Student Council Meetings.
- Lead weekly school assemblies.
- Welcome official visitors and escort visitors around the school.
House Captains / Vice Captains

- Assist staff conduct house meetings.
- Organise house cheer squads.
- Organise and lead house activities during sports carnivals.
- Accept awards on behalf of their house at weekly assemblies.

Student Representative Councillors

- Attend all SRC meetings.
- Organise and lead class meetings.
- Report to the SRC on suggestions or concerns from their class.
- Report back to their class about SRC activities.
- To assist when needed, eg. Liturgical Celebrations / Sport Carnival / Family Nights

Support

- The Principal, Deputy Principal and Year 6 Teacher will assist the School Captains and Vice-Captains to fulfil their roles.
- The Coordinator of the Student Representative Council will support the members of the Student Representative Council.
- The Sports Coordinators and House Patrons (staff who have been assigned a House) will assist House Captains to fulfil their roles.
Election Process Of School Captains, House Captains And Student Councillors

**Aims:**
- The election of students able to fulfil the duties and responsibilities of the School Captains and House Captains.
- The election process is highly visible, easily communicated and understood.

**Implementation:**

School Captains And Vice-Captains

**Outcome:**
- One boy and one girl will be elected as School Captains for the following year.
- One boy and one girl will be elected as School Vice-Captains for the following year.

**Electorate:**
- Year 4 & 5 students and staff

**Returning Officers:**
- The Principal and an Assistant Principal

**Roles and Responsibilities:**
- Deputy Principal discusses the roles and responsibilities with Year 5 students as outlined in the “Student Leaders Code Of Behaviour”
- Teachers to be provided with a copy of “Student Leaders Code Of Behaviour” prior to Deputy Principal speaking with Year 5 students.

**Nomination:**
- Year 5 students.
- Peer and self-nomination are appropriate.
- No limit on the number of nominations.
- Nominations called for in Week 5 (Term 4).

**Posters:**
- Candidates display posters from Monday Week 6 (Term 4).
- Posters must be the work of the students only and should include a photo of the candidate.
- The poster should also indicate ways each student can fulfil the role and responsibilities of a school leader.
- All students in Year 5, regardless of nomination, are to partake of this activity.

**Speeches:**
- Limited to two minutes.
- Speeches given during Week 7 (Term 4).

**Voting:**
- Voting will occur immediately after each session of speeches.
- Each person will vote for two boys and two girls.
- Voting will be weighted as follows:
  - Students one vote
  - Staff two votes

**Secret ballot.**
- The Principal will have a secret casting vote, if required.

**Selection:**
- The boys with the highest number of votes will be declared Captain and Vice-Captain respectively. Similarly, the girls with the highest number of votes will be declared Captain and Vice-Captain respectively.
Results:
- Announced at the Presentation Ceremony where badges will be presented.

Process Timeline:
Week 5 (Term 4)
- Nominations called for from Year 5 students. Peer nomination and self-nomination are appropriate.
- Nomination is voluntary.

Week 6 (Term 4)
- Ballot papers prepared.
- Order on ballot paper determined by order names are drawn ‘out of a hat’ in front of Year 5.
- Posters displayed.

Week 7 (Term 4)
- Election Day (before Recess)
  - Girls’ speeches presented
  - Back to home class to vote
  - Students asked to place a ‘tick’ alongside two names on the ballot paper
  - Teachers tally votes on class summary sheet and forward summary together with ballot papers to Principal.

- Election Day (after Recess)
  - Boys’ speeches presented
  - Back to home class to vote
  - Students asked to place a ‘tick’ alongside two names on the ballot paper
  - Teachers tally votes on class summary sheet and forward summary together with ballot papers to Principal.

Election Day
- Staff complete their ballot papers voting for two girls and two boys and forward ballot papers to Principal by lunchtime.

Election Day
- Principal and Assistant Principal complete overall summary sheet and tally results.

Week 10 (Term 4)
- Primary Presentation Ceremony
  - New leadership team announced at Primary Presentation Ceremony.
  - Badges presented.
House Captains And Vice-Captains

**Introduction**
House Captains and Vice-Captains will be elected at the start of each year school year. Elected students will hold office for one school year. House meetings will be held in Week 3 of Term 1. At these meetings, Year 6 students wishing to be considered for the positions of House Captain or House Vice-Captain will present a speech limited to two minutes. When votes are counted, names of students already elected as School Captains and Vice-Captains will be removed from the summary sheet.

**Outcome:**
- One girl and one boy are to be elected as Captains per house.

**Electorate:**
- House members, Years 3 – 6 and staff.

**Nomination:**
- Year 6 students.
- Peer and self-nomination are appropriate.
- No limit on the number of nominations.
- Nominations called for in Week 2 (Term 1).

**Speeches:**
- Limited to two minutes.
- Speeches given at House Meetings in Week 3 (Term 1).

**Voting:**
- Secret ballot.
- Voting will be weighted as follows:
  - Students one vote
  - Staff two votes

**Selection:**
- Highest total votes

**Results:**
- Announced at the Presentation Ceremony where badges will be presented.

**Process Timeline:**
**Week 2 (Term 1)**
- House Captain nominations called for from Year 5 students.
- Peer nomination and self-nomination are appropriate.
- Nomination is voluntary.
**Week 3 (Term 1)**
- Students from Years 1-6 attend house meetings.
- Nominees introduced and present their speeches.
- Students vote for one girl and one boy.
- House Patrons tally votes and forward summary sheets together with ballot papers to the Principal.
**Week 4 (Term 1)**
**Primary Presentation Ceremony**
- House Captains announced at Primary Presentation Ceremony.
  Badges presented.
Student Councillors

**Introduction**
Two Councils will be convened in a year. There will be a Semester 1 Council and a Semester 2 Council. Each Council will be chaired by the School Captains. The Councils differ to SRC meetings as it incorporates whole school leadership through the participation of Parish Priest, Principal, Deputy Principal, Level Coordinators & School Advisory Parent Representatives.

**The St Joachim’s Student Representative Council exists to:**
- Advise the Principal on Student concerns.
- Suggest ways to improve the School.
- Conduct community service projects within the School.
- Provide leadership training.
- Encourage commitment, service and leadership by example.

**Attributes of a School Councillor**
- Follows school rules
- A good listener
- Initiative
- Enjoys contributing to discussions
- Enjoys school service
- Relates well to other students
- Responsible and reliable

**Outcome:**
- Ideally one boy and one girl from each class elected as class representatives on the Student Representative Council. Prep classes are the exception. Instead of the same representatives for the year, Prep classes will choose a new boy and girl to represent them at each meeting.

**Electorate:**
- Students in Years P to 6

**Voting method:**
- Secret ballot.

**Presentation:**
- At a Combined Assembly early in Term 1.

**Evaluation:**
This policy will be reviewed as part of the school’s review cycle.
SCHOOL LEADERS’ CODE OF BEHAVIOUR

As a school leader, I will:

- Follow the St Joachim’s Code of Behaviour (4 Rules) and behave in a responsible manner at all times.
- Be an excellent role model for all students.
- Show respect to all members of the school community.
- Wear my school uniform properly to school and school functions.
- Assist students, staff and parents through the diligent performance of my duties.
- Fulfil my obligations as School Captain, School Vice-Captain, House Captain or Student Councillor in a responsible and courteous manner.

I agree to abide by the St Joachim’s School Leaders’ Code of Behaviour. I understand that persistent breaches, or a serious breach of this Code may result in the loss of my office.

_________________________________________  _____________________________________________
Student                                           Principal

_________________________________________
Date                                               Parent
Student Leadership Nomination Form
School & Vice Captain

Rationale:
It is essential that students are provided with the opportunity to partake in school improvement, to have the opportunity to experience various forms of leadership and to take both ownership and responsibility for the development, enhancement and management of the school.

Aims:
- Students, parents and staff understand the roles and responsibilities of School Captains and House Captains.
- Students, parents and staff are aware of the process of electing student leaders

Implementation:
Students who aspire to, and accept the role of School Captain and School Vice-Captain, must have a clear understanding of their role and the responsibilities associated with the role.

General Responsibilities
The responsibilities are:
- To follow the St Joachim’s School Code of Behaviour.
- To be an excellent role model for all students.
- To show respect to all members of the school community.
- To wear the school uniform properly to school and school functions.
- To assist students, staff and parents through the diligent and courteous performance of duties associated with the role.

Students must clearly understand these responsibilities and be prepared to sign the School and House Captains’ Code of Behaviour verifying their commitment.
Students must understand that persistent breaches, or a serious breach of this Code may result in the loss of office.

Role Statements

School Captains
- Represent the school at official functions within and outside the school.
- Prepare and present speeches at school functions and assemblies.
- Lead weekly school assemblies.
- Present awards/gifts at special occasions within and outside the school.
- Chair fortnightly Student Representative Council meetings.
- Welcome official visitors and escort visitors around the school.

School Vice-Captains
- Deputise for School Captains when they are not available.
- Attend the fortnightly Student Council Meetings.
- Lead weekly school assemblies.
- Welcome official visitors and escort visitors around the school.
Student Leadership Nomination Form
School & Vice Captain

Name: ____________________________________________

I feel that I am eligible and suitable for School Captain / Vice Captain because:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

We support this nomination: (Year 4 & 5 students only)

________________________________________________________________________

Teacher Endorsement: ________________________________

Parent Endorsement:

I/we have read the criteria and description of responsibilities required for the role of school captain / vice captain and give my/our support.

Parent/s: __________________________________________

Date: ________________